



Peace Corps – NEPAL

VACANCY ANNOUNCEMENT

(Announcement Number: 12-09)

OPEN TO: All Interested Candidates
POSITION: Training Manager, Personal Services Contractor
OPENING DATE: March 07, 2012
CLOSING DATE: March 26, 2012
WORK HOURS: Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

www.peacecorps.gov

The Peace Corps program in Nepal places American Volunteers in two-year assignments in villages and towns in rural Nepal. Peace Corps is seeking experienced and qualified applicants for the full time contracted position of Training Manager (TM).

Under the specific direction of the Director of Programming and Training on procedures, objectives and timeliness, the TM is responsible for providing support to the Peace Corps program and Volunteers through:

- Development, preparation, implementation, monitoring and evaluation, and reporting of Peace Corps sponsored Pre-Service Training (PST), In-Service Trainings (ISTs/MSTs), Completion of Service (COS) training, and workshops/camps for Trainees and Volunteers,
- Recruitment, selection, training, and management of seasonal/temporary training staff, and coordination of the work of the Language and Cross-culture Coordinator.
- Peace Corps staff development, particularly in relation to staff roles in PCT/PCV training events and Volunteer support.

QUALIFICATIONS REQUIRED

- Minimum of 5 years of related work experience with American or international non-governmental organizations. Related work experience to include: event planning, training planning, budgeting, monitoring and evaluation, managing volunteers or staff, designing training programs and/or workshops, training session design and delivery.
- Minimum of 3 years in supervising or coordinating staff or volunteers.
- University Bachelor's degree. Masters Degree preferred, in particular MPA, MBA, JD, International Development, HR Management, Organizational Development, and Education degrees.
- Level IV, both English and Nepali (written and spoken) and ability to conduct accurate, on-the-spot translation.
- Demonstrated high ethical standards and integrity, and ability to maintain confidentiality.
- Demonstrated strong organizational and negotiating skills.
- Demonstrated ability to work independently with limited supervision.
- Excellent administrative skills and attention to detail.
- Excellent communication and time management skills.
- Ability to coordinate effectively with Nepali and/or American officials.
- Ability to extract and analyze data and make recommendations.
- Ability to live outside of Kathmandu for the duration of PST (up to 14 weeks).
- Ability to travel as needed to support training events or other Peace Corps needs (up to 80% travel during peak training periods).
- Ability to work beyond normally scheduled hours to support training events and other Post needs.

- Must be computer literate in the use of internet and MS Office, Outlook and other computer applications.
- Must meet US Embassy security clearance requirements.

DESIRED QUALIFICATIONS: Mission driven, with a strong knowledge of Peace Corps and its approach to development. Highly organized, pro-active, analytical, logistics oriented, professional, and team oriented. Strong familiarity with the Nepali culture and language, with an ability to successfully network on behalf of the Program.

TO APPLY

The United States Peace Corps is an Equal Opportunity Employer. Interested candidates should submit their CV and a cover letter in English addressing the qualification requirements by email to: 12.09TMNepal@gmail.com. A confirmation email will be sent when your email is received.